

LABOR, SERVICES, FEES AND EQUIPMENT

| HVAC | |
|---|--------------------------------------|
| HVAC for non-show hours | Consult with your Event Manager |
| LIGHTING | |
| Ballroom Spotlights (focusing fee) | \$75.00 per room |
| Uplighting (floor spotlights) | \$35.00 each |
| Chandeliers | \$250.00 each |
| Non-Show Hour Lighting | Consult with your Event Manager |
| Removal of Exhibit Hall Lighting | \$150.00 per bulb/per hall |
| AUDIO / VIDEO CONNECTIONS <small>(Television Not Included)</small> | |
| Audio Patch Fee - (Breakout room) | \$100.00 |
| Audio Patch Fee (Entire Ballroom) | \$250.00 |
| Audio Patch Fee (Exhibit Hall) | \$250.00 |
| Cable Connection - Meeting Rooms | \$75.00 per connection |
| Cable Connection - Exhibit Halls/Ballroom | \$150.00 per connection |
| TV Broadcast Fee - 1st Channel | \$1,250.00 |
| TV Broadcast Fee - Additional Channels | \$650.00 |
| FACILITY EQUIPMENT (Subject to availability) | |
| Pipe & Drape (Black): | |
| 14' high, 8'-10' sections (VELOUR) | \$10.00 per ft. |
| 14' high, 8'-10' sections | \$7.50 per ft. |
| 8' high, 8'-10' sections | \$5.00 per ft. |
| 3' high, 8'-10' sections | \$3.50 per ft. |
| Chairs: | |
| Padded, Meeting Room | \$3.00 each |
| Padded, Folding | \$2.00 each |
| Tables: | |
| 8'x30", 6'x30", 8'x18", 6'x18" | \$10.00 each |
| 72" Rounds, 36" Cocktail Rounds | \$10.00 each |
| Tablecloths: | |
| Linen (Non-Banquet) - White | \$6.00 each |
| Linen (Non-Banquet) - Black/ Colors | \$8.00 each |
| Skirt - Teal or Black | \$6.00 each |
| Lectern / Podium: | |
| Standard | \$35.00 each |
| Multimedia | \$50.00 each |
| Staging & Flooring: | |
| Riser 6'x8' Section (24", 36", 42") | \$30.00 each |
| Stage 4'x8' Section (48", 60", 72") | \$35.00 each |
| Stage 4'x8' Section (6", 12", 18") | \$35.00 each |
| Dance Floor | \$7.00 per 4'x4' section |
| Crowd Control: | |
| Stanchions | \$10.00 each |
| Barricades (steel) | \$12.00 each |
| Miscellaneous: | |
| Piano (6' Baby Grand - Includes 1 Tuning) | \$395.00 each |
| Additional Tuning | \$110.00 per tuning |
| Upright Piano (Includes 1 Tuning) | \$175.00 each |
| Easels | \$10.00 each |
| Pad & Pen | \$1.00 each |
| Coat Racks <small>(with hangers)</small> | \$25.00 each |
| Coat Check Tickets | \$0.06 per ticket |
| Wheelchair Ramp | \$210.00 each |
| Wheelchair Lift | \$75.00 each |
| Safe | |
| Large (combination dial) | \$150.00 each |
| Small (key lock) | \$75.00 each |
| Trash Drop Off Bin | \$650.00 each - 30 yd container |
| Grease Barrel | \$35.00 each |
| ABC Fire Extinguisher (15 lbs.) | \$25.00 each |
| <small>(\$75 if discharged or not returned)</small> | |
| Class K Fire Extinguisher | \$50.00 each |
| <small>(\$150 if discharged or \$250 if not returned)</small> | |
| Re-Key High Security | \$50.00 per cylinder |
| ** Keys/ Badges Not Returned | \$20.00 each |
| ** An additional \$50 per cylinder charge will apply if all keys are not returned. | |
| Carpet Tape/Visqueen (Plastic Floor Covering) | \$160.00 per roll (roll = 3' x 500') |
| Roof Paper (Floor Covering) | \$25.00 per roll (roll = 3' x 144') |
| Bleachers | |
| Seats Approx. 270 ppl. (46'L x 20'W x 11'H) | \$750 each - 3-day rate |
| BOX OFFICE | |
| Daily Fee | \$ 195.00 Each event day |
| Ticket Printing | \$ 0.06 per ticket |
| CC Charges - Visa, Mastercard, AMEX | 3.50% total credit card sales |
| Effective Immediately. (Rates are subject to change without notice) | |
| Updated 1/31/20 | Effective 2/1/20 |

| MECHANICAL EQUIPMENT (Subject to availability) | |
|--|----------------------|
| Boom Lift * | \$125.00 per hour |
| | \$325.00 per day ** |
| | \$900.00 per week ** |
| Scissor Lift * | \$75.00 per hour |
| | \$250.00 per day ** |
| | \$750.00 per week ** |
| Forklift (weight 5000 lbs.) * | \$50.00 per hour |
| rental includes 1 propane tank, any add'l | \$225.00 per day ** |
| tanks needed will be billed at \$45/ tank | \$600.00 per week ** |

EVENT STAFF (All personnel subject to availability)

Rates below are for labor on regular time and overtime. Consult your Event Manager to confirm current rates pertaining to the time of your event.

Event Staff cancellations may be made up to 48 hours prior to scheduled service, excluding weekends and holidays. Any cancellations made inside of 48 hours will result in a minimum charge of four (4) hours per staff member cancellation.

Cancellations made during shifts will result in a minimum of a four (4) hour charge. If cancellation is made after the four (4) hour minimum has been met, then the charge will be equal to the total hours worked, rounded up to the next full hour.

| Position | Regular Time, Per Hour | Holiday Rates Per Hour |
|--|------------------------|------------------------|
| Event Staff Supervisor | \$20.75 | \$31.25 |
| Event Staff | \$19.50 | \$29.25 |
| Event Staff - Overnight (11PM - 7am) | \$23.75 | \$35.75 |
| Usher, Door Guard, Badge Checker | \$19.50 | \$29.25 |
| Coat Check Attendant | \$19.50 | \$29.25 |
| Ticket Taker Supervisor | \$20.75 | \$31.25 |
| Ticket Taker | \$18.50 | \$27.75 |
| Ticket Seller Supervisor | \$20.75 | \$31.25 |
| Ticket Seller | \$18.50 | \$27.75 |
| Police Officer - First Line Supervisor *** | \$45.00 | \$67.50 |
| Police Officer Second Line Supervisor*** | \$48.00 | \$72.00 |
| Police Officer *** | \$42.00 | \$63.00 |
| EMT *** | \$42.00 | \$63.00 |
| Fire Marshal *** | \$42.00 | \$63.00 |
| Housekeeping / Setup Staff Supervisor | \$22.75 | \$34.25 |
| Housekeeping / Setup Staff | \$18.50 | \$27.75 |
| Forklift Operator * | \$33.75 | \$50.00 |
| Maintenance Worker Supervisor | \$36.75 | \$55.15 |
| Maintenance Worker | \$33.75 | \$50.00 |
| Scissor/ Boom Lift Operator * | \$33.75 | \$50.65 |
| Electrician | \$42.75 | \$64.15 |

- All staffing is subject to a four (4) hour minimum call
- Event staff are subject to a minimum 15-minute pre-event orientation and 15 minute shift overlap.
- Time-and-1-half or Double-time for event staff may apply (ie. overnight security, etc.)
- Time-and-1-half will be charged for **ALL Classifications** on:

| | | | |
|----------------|------------------|------------------|----------------|
| New Year's Day | MLK Jr. Holiday | Thanksgiving Day | Christmas Eve |
| Memorial Day | Independence Day | Christmas Day | New Year's Eve |
| Labor Day | Easter Sunday | | |
- Time-and-one-half will also be charged for **Police, EMT and Fire Marshal** on these **additional holidays**.

| | | |
|-----------------------|--------------|---------------------|
| Good Friday | Veterans Day | Thanksgiving Friday |
| Washington's Birthday | | Easter Sunday |
- 3-10 Police Officers require a minimum of (1) First Line Supervisor
- 11+ Police Officers require a minimum of (1) Second Line Supervisor

All equipment items subject to a 6.0% Virginia Sales Tax

* Rental of a forklift, scissor lift or boom lift is not included in this hourly rate

** Per man, per hour; with 1 hour minimum

*** If Police, EMT or Fire Marshal personnel are required to remain on assignment longer than originally scheduled, then they must be paid for a full hour for any portion of an hour worked beyond 15 minutes.



WHERE VIRGINIA MEETS THE WORLD